



**WARREN COUNTY PARKS AND  
RECREATION DEPARTMENT  
BALL FIELD RENTAL POLICY**

FIELD FEE: \$10.00/hour after 5pm Mon.-Fri. & All day Sat.-Sun.

PORTABLE MOUND FEE: \$5.00/day

1. All ball field rental requests should be made Monday – Friday at least 24 HOURS prior to the date requested.
2. All requests should be directed to Melanie Jones, Athletic Supervisor, stating the date, time, type and location of field preferred. Emails are preferred ([lanie.jones@ky.gov](mailto:lanie.jones@ky.gov)); or call 270-842-5302 ext. 12. If Melanie Jones is unavailable, contact 270-842-5302, ext. 0. Calls will be handled in order received.
3. If available, the rental will be placed on the schedule, and the renter will be notified within 24 HOURS.
4. Payments must be made to the WCPRD Main Office at 2055 Three Springs Road, Bowling Green, KY, 42104, in Basil Griffin Park, IN ADVANCE by credit/debit card or check\* (NO CASH). All debit/credit card transactions will be subject to a NON-REFUNDABLE 2-3% processing fee (fee dictated by PNC Bank). The renter will be given a receipt for the payment. (\*A \$15.00 fee will be charged by WCPRD for any checks returned for insufficient funds.) Advance payments will be accepted Monday-Thursday 8am-4pm and Fridays 8am-12pm.
5. The Facility Sales Receipt (serving as proof of payment) must be shown to park staff in order to have the field gates opened and/or lights turned on.
6. All payments are non-refundable but may be rescheduled based on availability.

By signing this form stating the WCPRD Ball Field Rental Policy, I agree to comply with the terms of this policy:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## Explanation of Ball Field Rental Policy

All rentals require a Facility Sales Receipt. There is no charge for rentals before 5pm Monday – Friday. All rentals after 5pm weekdays and on weekends are \$10/hour and should be scheduled and paid in advance in the WCPRD Main Office in accordance with the following explanation.

### TO RESERVE A BALL FIELD FOR:

Monday	Schedule no later than the Friday prior; payment due no later than 4pm Monday.
Tuesday	Schedule at least 24 hours prior; payment due no later than 4pm Tuesday.
Wednesday	Schedule at least 24 hours prior; payment due no later than 4pm Wednesday.
Thursday	Schedule at least 24 hours prior; payment due no later than 4pm Thursday.
Friday	Schedule at least 24 hours prior; payment due by NOON Friday.
Sat. /Sun.	Schedule before NOON Friday; payment due by NOON Friday.

### CANCELLATIONS:

WCPRD staff will make every effort to notify renters when a field rental is cancelled due to weather and/or wet fields. If there is a concern about the playability of the field, the renter may call WCPRD at 270-842-5302. Decisions regarding field playability are usually made by 3pm. Ultimately, it is the responsibility of the field renter to confirm that the field is playable, for there are several ever-changing factors that can affect the playability of fields.

If a reservation is cancelled after payment has been made, a credit will be applied to the renter's account, and the renter may reschedule according to the rental policy. An updated Facility Sales Receipt indicating the change can be emailed to the renter. If a field becomes unplayable after regular office hours (M-F, 8-5pm), it is the renter's responsibility to notify WCPRD the next business day that the field was not used in order to have the rental cancelled from the account and receive a credit, if applicable.

### NON-PAYMENTS:

Failure to pay an account balance will result in a person not being allowed to make further rentals until the balance is paid.